Volunteer Application Form

Name	
Address	
Phone	Mobile Landline
Email	

Occupation Status *Please tick all that apply*	Working Full Time		Working Part Time		Looking for Work	
	Carer – child/ren		Carer – adult/s		Retired	

Availability	Front desk sessions require a commitment to regular attendance, usually weekly or fortnightly. Administration, finance and other tasks are more flexible and can be done during opening times or when we are closed. Events can run at any time. Our opening times are: Mon & Fri 1pm-6pm, Wed 9am-6pm, Sat 9.30am-12.30pm. *Please indicate when you could be available by ticking the section/s below.*

Day	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Morning							
Early Afternoon							
Late Afternoon							
Evening							

Please indicate which role/s you are interested in by ticking the box/es. See the accompanying sheet for an explanation of the roles.	Library Extension Project	
	Developing and Managing Events	
	Fund-raising	
	Publicity	
	IT and systems support	
	Front desk and people contact	
	Library Administration and Finance	
	Cleaning and caring for the building	

Please provide details below of any relevant qualifications or special skills you have acquired: through work, previous volunteering, sports or hobbies you pursue.

Please provide details below of any previous volunteer experience you have, or anything else you think we should be aware of.

It is the policy of STAND (Stannington & District Library Group) to provide volunteer opportunities without regard to race, colour, religion, national origin, gender, sexual preference or disability.

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Thank you for completing this application form, and for your interest in volunteering with Stannington Library.

Please hand the completed form in at the library or post it to:
Stannington Library, Uppergate Road, Stannington, Sheffield S6 6BX
Alternatively, email it to library.stannington@gmail.com

Our Volunteer Coordinator will contact you to arrange a meeting.

Stannington Library Volunteer Role Descriptions

Library Extension Project
We are hoping to be able to extend Stannington Library and we need help with getting this project started and completed.

Developing and Managing Events
We would welcome new ideas and practical support with events.

Fundraising
We rely heavily on raising money to keep Stannington Library open so would welcome new ideas and practical support with fund-raising.

Publicity
We employ a few methods to publicise what is happening in the library. This ranges from putting up posters on noticeboards around the village to posting on Facebook. Could you help with new ideas or support with existing publicity methods?

IT and systems support
This could be help with our KOHA library system, help with our website or help with developing computing lessons for our library users on our Public Computers.

Front desk and people contact
This is the main role of most volunteers where you deal with our library users directly. This includes many jobs, for example: checking in and out books using the Sheffield Libraries system and our KOHA library system; keeping shelves tidy; helping with preparing new books to be added to our Yellow Sticker collection; etc., etc.

Library Administration and Finance
This includes all the background work that keeps the library running successfully, for example: purchasing supplies and new books, managing the legalities, controlling and managing our finances.

Cleaning and caring for the building
This includes managing the regular maintenance and cleaning of the building inside and outside.